



## 2013 City of Minneapolis Charitable Campaign

Contributing to local charities through automated payroll deductions is easier than ever before. Complete your donation choices online using HRIS following the simple steps below.

*(If you do not have access to HRIS, you can fill out the pledge form at the end of the Campaign booklet and send it to Room 219 City Hall using inner office mail.)*

### Access and Login

1. **From Work** – Access **CityTalk** and click **HRIS** at the top of the page. OR use the URL <http://hris>. **From Home** – use the URL [www.ci.minneapolis.mn.us/HRIS](http://www.ci.minneapolis.mn.us/HRIS)
2. At the sign in page, enter your User ID (Employee Number e.g., 099999) found on your badge or paycheck.
3. Enter your Password

Once you have signed on, click on the Self Service tab at the top of the page. **Select Self Service > Payroll and Compensation > Voluntary Deductions**

### STEP 1. Click on 'Add Deduction' to set up a new charitable deduction.

> HR Conversion

> Self Service

> Time Reporting

> Personal Information

> Payroll and Compensation

> View Paycheck

> View Payslips

> View Payslip GBR

> 3rd Party Pay Inquiry

> Request Overtime CHE

> View Overtime CHE

> Voluntary Deductions

> Direct Deposit

> Personal Bank Accounts

> Compensation History

> Agreement

> Personalization

> Profit-Sharing

> Entitlements

> Pay Distribution

> Instructions

> W-4 Tax Information

> W-2 Reissue Request

> Year End Adjustment Info

> IPN

### Voluntary Deductions

City of Minneapolis

Review, add or update your voluntary deductions information.

REMEMBER: If you already contribute to a charitable Federation and will continue to contribute in next year's campaign click on the 'Add Deduction' box. To contribute to a specific charitable organization you must click on the group icon under 'Agencies'.

| Deduction Type           | Start Date | Stop Date | Status | Deduction | Agencies |
|--------------------------|------------|-----------|--------|-----------|----------|
| <div>Add Deduction</div> |            |           |        |           |          |

Important tax information: Please print a copy of this page for your taxes.  
The charity above makes the assurance that no goods or services were received in exchange for this gift.

[Return to Payroll and Compensation](#)

**STEP 2.** Select a Charitable Federation by clicking on the magnifying glass to the right.

#### Voluntary Deductions

#### Add Voluntary Deduction

Sandra Allshouse

City of Minneapolis

\*Charitable Organization:

\*Amount per Pay Period:

\*Start Deduction:

\*Deduction Frequency:

Click on the magnifying glass for a list of participating Federations.



☒ Next January

☐ Next Paycheck

☒ Every Period

☐ Single Period

\* Required Field

Save

[Return to Voluntary Deductions](#)

#### Look Up \*Charitable Organization:

Cancel

#### Search Results

View All First 1-0 of 0 Last

##### Deduction Description

[Community Health Charities](#)

[Community Solutions Fund](#)

[Hennepin History Museum](#)

[MN Environmental Fd](#)

[Open Your Heart](#)

[United Arts](#)

[United Negro College Fund](#)

[United Way](#)

Click on your selection.

**STEP 3.** After clicking on one of the Federations above, complete the online form as follows:

## Voluntary Deductions

### Add Voluntary Deduction

City of Minneapolis

\*Charitable Organization:

Enter 'biweekly' or lump sum amount.

\*Amount per Pay Period:

\*Start Deduction:

☒ Next January

☐ Next Paycheck

Select deduction start date: 'Next January' (new campaign year) or the 'Next Paycheck'.

\*Deduction Frequency:

☒ Every Period

☐ Single Period

Select either 'Every Pay Period' or one 'Single lump sum Period'.

\* Required Field

Save

Click 'Save'

[Return to Voluntary Deductions](#)

**NOTE:** If you select a Single Pay Period the deduction will occur only one time.

All other chosen options will stop in December at the end of the calendar year.

### **STEP 4.** Click OK 'confirmation'

## Voluntary Deductions

### Save Confirmation



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

Click Okay.

### **STEP 5.** To select a specific Organization within the Federation...



## Voluntary Deductions

Doe, Jane

City of Minneapolis

Review, add or update your voluntary deductions information.

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| Voluntary Deductions        |            |            |        |           |                                                                                     |                                                                                     |
|-----------------------------|------------|------------|--------|-----------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Deduction Type              | Start Date | Stop Date  | Status | Deduction | Agencies                                                                            | Delete                                                                              |
| <a href="#">United Arts</a> | 12/15/2013 | 12/27/2014 | Future | \$10.00   |  |  |

Add Deduction

Click on the Agency icon to the right to contribute funds to a specific charity within the Federation.

Important tax information: Please print a copy of this page for your taxes.

The charity above makes the assurance that no goods or services were received in exchange for this gift.

[Return to Payroll and Compensation](#)

### STEP 6. Designate your gift for each group within the Federation.

Agency Designations

Access a list of Available Agencies as reference.

#### Optional Agency Designation

[Optional Agency Designation Document](#)

##### \*Charitable Organization:

Review, add or update your agency designations. Complete only if you wish to designate all or part of your gift to a specific agency. A maximum of three designations can be added.

| Agency Designation |                      |                      |
|--------------------|----------------------|----------------------|
|                    | Designation Name     | Gift Amt             |
| 1                  | <input type="text"/> | <input type="text"/> |

Type in one of the agencies from the list or an agency that was not listed, along with the gift amount. To add more than one agency, click the '+' to insert additional rows.

\* Required Field

OK

Cancel

**Note: System allows only 3 rows of Agency Designations.**

**STEP 7. Click 'OK' to confirm.**

**Voluntary Deductions**

**Save Confirmation**



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK



**Click 'Ok' to confirm**

The system will return you to the original election page.

**IMPORTANT '1040' TAX filing information (bottom of screen)**

***“Print a copy of this page for your income tax filing. The charity above makes the assurance that no goods or services were received in exchange for this gift.”***

**To select more than one Charitable Federation, repeat STEPS 1 through 7.**

**If you wish to cancel your election prior to the start of deductions you can return to the Voluntary Deduction page and ‘click’ on the yellow delete button.**

| Voluntary Deductions        |                   |                  |               |                           |               |
|-----------------------------|-------------------|------------------|---------------|---------------------------|---------------|
| <u>Deduction Type</u>       | <u>Start Date</u> | <u>Stop Date</u> | <u>Status</u> | <u>Deduction Agencies</u> | <u>Delete</u> |
| <a href="#">United Arts</a> | 12/15/2013        | 12/27/2014       | Future        | \$10.00                   |               |

**To cancel a deduction during the year: Contact Central Payroll in writing to ask for a cancellation of the charitable deduction.**